

Virginia Community Services Block Grant

Annual Reporting Changes

From CSBG Dear Colleague Letter 2020-17

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Background

CSBG DCL 2020-17

Released on April 29, 2020

- Announced OMB approval of the FY19 – FY21 CSBG Annual Report was received February 28th
- Provided the updated reporting forms.



Module 4 Changes

FNPI 4

Changed language in the Housing FNPIs to state "The number of individuals..." from the previous version which stated "The number of households..." in order to match the guidance that individuals should be reported for these NPIs instead of households. (FNPI 4a – FNPI 4h)

Name of CSBG Eligible Entity Reporting:					
State:	DUNS:				
Housing (FNPI 4)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
FNPI 4a The number of individuals experiencing homelessness who obtained safe temporary shelter.				#DIV/0!	#DIV/0!
FNPI 4b The number of individuals who obtained safe and affordable housing.				#DIV/0!	#DIV/0!
FNPI 4c The number of individuals who maintained safe and affordable housing for 90 days.				#DIV/0!	#DIV/0!
FNPI 4d The number of individuals who maintained safe and affordable housing for 180 days.				#DIV/0!	#DIV/0!

Module 4 Changes

FNPI 7

Renamed FNPI 7 to "Outcomes Achieved Across One or More Domains" from "Outcomes Across Multiple Domains" in order to clarify that the purpose of this NPI is to report the total unduplicated count of individuals who achieved an outcome at the agency.

Outcomes Achieved Across One or More Domains (FNPI 7)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)
FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.					8

Module 4 Changes

Demographics Education

Created a new data point in the All Characteristics Report under Education Levels for "GED/Equivalency Diplomas". Previously, reporting of GED/Equivalency Diplomas was combined with reporting of High School Graduate level.

3. Education Levels

- a. Grades 0-8
- b. Grades 9-12/Non-Graduate
- c. High School Graduate
- d. GED/Equivalency Diploma
- e. 12 grade + Some Post-Secondary
- f. 2 or 4 years College Graduate
- g. Graduate of other post-secondary school
- h. Unknown/not reported
- i. **TOTAL (auto calculated)**

Demographics Military

Created a new data point in the All Characteristics Report under Military Status for "Never Served in the Military."

7. Military Status

- a. Veteran
- b. Active Military
- c. Never Served in the Military
- d. Unknown/not reported
- e. **TOTAL (auto calculated)**



Reporting Services

2020-2021

- No Targeting
- Will be reported as entire agency totals separate from programs
- Referrals, Eligibility Determinations, Case Management, etc. – continue to place these items under each program which they occur, but when reporting they will be separated out for reporting agency totals each quarter.

Review CSBG Reporter

Timeline

2019 – 2020 Program Year

FNPI 4 – make changes as you are able in your progress report. If you need prior quarters to be opened please let your program rep know.

FNPI 7 – You will need to add a new program to include FNPI 7a, take FNPI 7a out of other programs. Also you will need to move services that may be under FNPI 7a. This will be reflected in progress report for you to report on.

Demographics Form – If you have this information include it in 4th quarter report, if not leave new line items blank.

2020-2021 Program Year

FNPI 4 – Starting July 1, 2020 you will need to collect information on individuals, make changes in targeting as needed.

FNPI 7 – You will need to add a new program to include FNPI 7a and take FNPI 7a out of other programs. Keep services under programs. Add agency wide services as needed. (i.e. eligibility determinations, case management, etc.)

Demographics Form – it will be expected you report on these new items in your 2020-2021 4th quarter report, please include these new lines in intake forms starting July 1, 2020.

RECAP

The Next Steps in Review

1. Update intake form to include new demographics information by July 1, 2020.
2. Be ready to collect info correctly, if not for FNPI4 and FNPI7 starting July 1, 2020.
3. Make changes in 2019-2020 and 2020-2021 Community Action Plan by July 1, 2020
4. Determine if the way you are collecting FNPI4 and FNPI7 was correct, so you can report in 2019-2020 4th quarter report due August 15, 2020.

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Questions?

OUR TEAM

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